



To inspire and enrich for life

2SLGBTQIA+ Project Archivist

Grace Schmidt Room of Local History

Contract position – 35 hours per week anticipated for 15 weeks

Day shifts

Hourly Rate - \$27.80

Kitchener Public Library brings people and ideas together. We welcome our community to engaging spaces where people connect, ideas flourish and lives are transformed. Under the guidance of the Manager, Grace Schmidt Room of Local History and compliant with Rules of Archival Description (RAD), the project archivist will intellectually arrange, describe, and produce finding aids for 2SLGBTQIA+ collections for inclusion in the library's local history digital platform. The project archivist will also create digitization plans compliant with archival best practices, to support the cataloguing and upload of this collection. In addition to intellectual arrangement and digitization work, the project archivist will support the physical processing of collections in collaboration with other staff.

Using materials from the collection, the project archivist will plan an exhibit for display in the Grace Schmidt Room, prepare content for social and digital media platforms to discuss discoveries in the collection, and present a public program highlighting the collections.

RESPONSIBILITIES

- Appraises collections based on the Grace Schmidt Room of Local History's collection mandate
- Reviews existing physical and intellectual arrangement of records
- Integrates accruals received into collections
- Arranges records, including accruals, into relevant series, sub-series and fonds
- Describes collections using the Rules of Archival Description (RAD)
- Digitizes collections for upload to library's local history digital platform
- Produces electronic finding aids for fonds for inclusion in the library's local digital platform
- Identifies rights holders for copyright permission requests
- Collaborates with the LGBTQ+ community and library project partners
- Develops public programming
- Develops content for social media and digital platforms
- Works collaboratively with the Manager, Grace Schmidt Room, on collection-related tasks and issues
- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy

QUALIFICATIONS

- Completion or current enrolment in a post-secondary degree or diploma program in archival science, archival management or a related field
- Minimum 1-2 years' experience in archival arrangement, description, physical processing and preservation
- Knowledge of Waterloo Region history, development and culture
- Knowledge of Waterloo Region 2SLGBTQIA+ community, history, and culture
- Ability to work independently with minimal supervision
- Strong knowledge and practical experience in creating descriptions using Rules of Archival Description
- Strong knowledge of current archival principles, systems and practices, conservation techniques and preservation
- Strong knowledge of digitization technologies and practices
- Excellent verbal and written communication skills
- Strong aptitude for independent decision-making and acting with initiative
- Strong critical-thinking skills
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to use computer and web-based applications, including core competencies in MS Office products such as Word
- Experience using InMagic database products
- Commitment to excellence in customer service

In accordance with the library's COVID-19 Vaccine policy, new Kitchener Public Library staff must be fully vaccinated against COVID-19 as a condition of employment. Valid medical or Ontario Human Rights Code exemptions are permitted.

Closing date for applications is **Friday, August 12, 2022**

To print a copy of our application form, go to www.kpl.org/jobs

Please address cover letters and résumés to:

Manager, Human Resources
Kitchener Public Library
85 Queen Street North
Kitchener ON N2H 2H1
Email: resumes@kpl.org
Fax: 519-743-1261
TTY: 1-877-614-4832

Please quote **GSR 2SLGBTQIA+ Project Archivist** in the subject line

Kitchener Public Library strives to be a leader in equitable workplaces. We welcome applicants of every identity.

No telephone calls please.

We thank all applicants in advance and advise that we will contact only those selected for an interview. We will retain your application for a period of six months. Personal information on your résumé is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. For questions, please contact Human Resources.

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

We will provide accommodations for applicants with a disability upon request. Please contact Human Resources staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at resumes@kpl.org